

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300170005-4

BUDGET: BUREAU OF RECORDS
APPROVAL EXPIRES NOV. 30, 1953

GENERAL SERVICES ADMINISTRATION - NATIONAL ARCHIVES AND RECORDS SERVICE

OF

MICROFILM SURVEY - ORGANIZATION UNIT REPORT

DATE

MICROFILM OPERATIONS, PERFORMED FOR OTHER ORGANIZATION UNITS OR AGENCIES

1. NAME OF AGENCY	2. ORGANIZATION UNIT (Name of bureau, division or other suborganization unit of the agency)					
3. LOCATION (Street and city address of organization unit listed in Block 2)	4. LIAISON (Name, title and location of organization unit official who will be available to answer possible questions arising from survey)					
AGENCY AND ORGANIZATION UNIT FOR WHICH SERVICE WAS PERFORMED AND TITLE OF FILE (A)	NUMBER OF IMAGES (In thousands) (B)	NUMBER OF ROLLS (100 ft.) (C)		NUMBER OF PAPER PRINTS (D)	FILM DEVELOPED BY (E)	
		NEG	DUP	NEG	DUP	

INSTRUCTIONS

(General)

This schedule is to be used for microfilming operations performed as a service to another organization unit or agency. The film created is NOT to be used by the reporting organization unit. Where the film created is to be used by the reporting organization unit, GSA FORM T75a should be used to report operations.

DEFINITIONS

As used in instructions covering this survey the term:

1. "Agency" means a department or independent establishment of the government.
2. "Organization unit" means any unit of organization of an agency which performs microfilming operations or which has an inventory of microfilm equipment, or a superior organization unit which can supply the required data covering such microfilm operations or equipment.
3. "Microfilm equipment" means microfilm cameras, automatic feeders, enlargers, automatic film-developing and film-printing equipment and microfilm readers used in filming and inspection processes. It does NOT include microfilm readers used solely to service an existing library of microfilm reels, or splicers, rewinders and manual type film development kits.
4. "Microfilm operations" includes rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, re-takes and splicing, carton labeling and supervision; whether performed by your organization, other organization units within your agency, other agencies, or by private business under contract.

COLUMN

- A. Show the name of the agency and organization unit for which microfilming services were performed during fiscal year 1953 and list the title, or brief description of the file for each group of records processed.
- B. Show the number of images for each group of records shown in column A. If it was not possible to list the individual record groups there, show the total number of images for the organization unit or agency.
- C. Show the number of negative and duplicate film rolls produced for each group of records shown in column A. If it was not possible to list the individual records groups there, show the number of negative and duplicate rolls for the organization unit or agency.
- D. Show the number of paper prints made.
- E. Show by whom the film was developed. Use the following code:
 1. Your organization unit
 2. Elsewhere within the agency
 3. By another Government agency
 4. By the vendor of the film
 5. By other commercial processing laboratory

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GENERAL SERVICES ADMINISTRATION - NATIONAL ARCHIVES AND RECORDS SERVICE

OF

MICROFILM SURVEY - ORGANIZATION UNIT REPORT
OBLIGATIONS, FILM INVENTORY, AND REPRODUCTION DATA

DATE

1. NAME OF AGENCY	2. ORGANIZATION UNIT (Name of bureau, division or other suborganization unit of the agency)
3. LOCATION (Street and city address of organization unit listed in Block 2)	4. LIAISON (Name, title, and location of organization unit official who will be available to answer possible questions arising from survey)

5. OBLIGATIONS FOR MICROFILMING ACTIVITIES BY OR FOR REPORTING ORGANIZATION UNIT

OBJECT

AMOUNT

- | | |
|--|----|
| a. PERSONAL SERVICES | \$ |
| b. EQUIPMENT PURCHASES | |
| c. EQUIPMENT RENTALS | |
| d. FILM - 16MM | |
| e. FILM - 35MM | |
| f. CONTRACT SERVICES BY OTHER AGENCIES OR BY OTHER ORGANIZATION UNITS WITHIN YOUR AGENCY | |
| g. CONTRACT SERVICES PERFORMED BY PRIVATE CONTRACTOR | |
| h. TOTAL | \$ |

6. RAW STOCK NEGATIVE FILM

7. DUPLICATE REELS OF FILM
PRODUCED FROM NEGATIVE

SIZE	NUMBER OF ROLLS (100 ft.)			SIZE	NUMBER OF REELS
	DELIVERED (a)	INVENTORY (b)	WITH EXPIRED EMULSION DATE (c)		
16MM				16MM	
35MM				35MM	

8. NUMBER OF PAPER PRINTS

INSTRUCTIONS
(General)

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- "Microfilming operations" includes rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, retakes and splicing, carton labeling and supervision; whether performed by your organization, other organization units within your agency, other agencies, or by private business under contract.

BLOCK

1-4. Self-explanatory.

- Enter the total obligations incurred during fiscal year 1953 for microfilming operations, equipment or contract services opposite the appropriate object. This must include all obligations incurred regardless of budgetary classification or position title. Thus a mail clerk who spends 50% of his time operating a microfilm camera should have 50% of his salary included in the amount reported on line 5a. Under 5b and 5c do NOT include the cost of microfilm readers rented or purchased solely to service an existing library of microfilm reels.
- Show the number of rolls of raw stock negative film, in terms of 100' rolls, by size, delivered to your organization unit during fiscal year 1953.
NOTE: Some film is packaged in 200' lengths. These should be reported in terms of 100' lengths.
 - Show the number of rolls of raw stock negative film, in terms of 100' rolls, by size, in inventory at microfilming project site, or elsewhere, e.g. warehouse or supply area, on date questionnaire is executed.
 - Show the number of those rolls of raw stock negative film entered under b which have an expired emulsion date.
- Show the number of duplicate film reels, such as positive, osalid, etc., prepared from negative microfilm in possession of your organization unit during fiscal year 1953, by size.
- Show the number of

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